

EPP Policies and Procedures Document

Guiding Questions for Revision

1. Are there specific areas within the document that are clear, explicit, and do not require revision? If so, please identify those areas.
2. Are there specific areas within the document that are unclear, ambiguous, and require immediate revision? If so, please identify those areas.
3. Is this a cohesive document? Does it “flow” well from section to section?
 - a. Should it be divided into more explicit sections? If so, what are your recommendations for those sections?
 - b. Should this document be divided into several documents? If so, what are your recommendations for those documents?
4. What information would make this document more useful?
 - a. What information is missing from this document?
5. Is there information that does not seem to “fit” in this document?
6. Other questions/comments????